

Park Towers
Meeting Minutes of the Board of Directors
October 30, 2012

Board Present

Joe Kliestik – Vice President
Linda Wolf – Secretary/Treasurer
John Saidi – Director

Management

Terri Kenyon – Supervising CAM
Kelli Jones – Provisional Community Manager

Guests

List on file

Board Absent

Mike Fuess - President

1. Call To Order / Roll Call

The meeting was called to order at 6:09 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With three of the four Board Members present a quorum was established.

2. Membership Open Forum – Agenda Items Only

The Owner of Unit 1202 stated that she could not open her window due to the fact that it had been painted shut by the painters. She requested that they come and open it for her.

3. Approval of Minutes

Linda Wolf made a motion to postpone the approval of the September Minutes. Joe Kliestik seconded the motion which carried unanimously.

4. Acceptance of Financial Statements

Linda Wolf moved to acknowledge that the board has fulfilled our duty to review the financial statements through the month of August 2012 in accordance with NRS 116.31083 subject to the year end audit. Joe Kliestik seconded the motion which carried with all in favor.

A. Bank Statements Reviewed

It was noted by Management that all Board members have received copies of the bank statements through August 2012.

5. Maintenance Report – Dave Tyrer/Management

A. Emergency Repair/Maintenance Report

There were no emergency repairs to report. Management reported for Dave Tyrer that the Boilers had been turned on October 23, 2012. He also reported that he needed to order 2 new spare electrical boards for the Boiler due to the fact that they had been stolen.

During the Painting and Building Repair the light on units 307's patio was broken and needs to be replaced. The door to unit 606 was also damaged and needs to be repaired and repainted. The Door that goes from the boiler room to the roof is also damaged and bent and needs to be repaired or replaced.

The roof above unit 1702 is leaking and needs to be patched.

It was discovered that someone is storing their belongings under the parking ramp, this is not allowed and the items will need to be removed.

B. Building Restoration (Window Glazing/Patching/Painting)

The project is completed.

C. Garage Painting

Management reported that Dave Tyrer has purchased the paint and is starting to paint the garage as time permits.

D. Guard Rail for East Ramp (Dave Tyrer)

Discussion was had and it was decided that Tholl Fence would be contacted to produce the fencing, and that Dave Tyrer would install it.

6. Committee Reports:

A. Architectural Committee

Unit 1207 submitted drawings of their proposed plans to remodel the unit. The Committee was going to contact them in order to obtain more information.

Linda Wolf made a motion to appoint John Saidi to the Architectural Committee. Joe Kliestik seconded the motion which carried unanimously.

B. Parking Committee

There was no parking committee report at this time.

7. Unfinished Business:

A. Board Policy For Homeowner Repairs That Affect The Exterior Of The Units

Discussion was had, and it was decided to expand the policy to include the interior of the building.

B. Window Cleaning

Bids were opened. Linda Wolf made a motion to accept Seasons Building Solutions bid, but not to exceed the amount of \$5000.00. Joe Kliestik seconded the motion which carried unanimously.

It was decided that the West side of the Building would get the industrial wash, and the other 3 sides would be washed

C. Building Engineering Guide/Maintenance Manual

Management was asked to obtain proposals.

8. New Business

A. Gutter – Ratify Cost

Linda Wolf made a motion to accept MSM Sheet Metals Proposal in the amount of \$637.99 Mike Fuess seconded the motion which carried unanimously.

B. Status of Lobby Restoration/Insurance Claim

Mike Fuess signed the Statement of Loss from the insurance company. Management was asked to start repairs on the affected units #202 & #304, and the lobby.

C. West Wall Restoration

Linda Wolf made a motion to accept SBS's proposal in the amount of \$1,200.00 to repair the west wall. Mike Fuess seconded the motion which carried with Linda Wolf and Mike Fuess voting YES and Joe Kliestik voting NO.

D. Roof Penthouse Eyebrows/Eyebrow Caps

Management was asked to obtain more bids.

E. Requirements for Keys to Units for Emergency Access

Management reported that the CCR's state in 4.04: The Board shall have ingress and egress easements to all of the Property, in order to properly maintain the Property and to conduct business of the Association. Such access shall be at reasonable time, except in the case of emergency. The board asked management

to send out a letter requesting 2 keys be provided for every unit. One key for the Fire Box, and one key for Management in case of an emergency. Management suggested the HOA purchase a safe that would require two separate keys be used simultaneously in order to open the safe. The owner keys would be kept in this safe.

F. Sealing of Slate Tiles throughout the Building

Joe Kliestik offered to look into this matter, as it is his area of expertise.

G. 2013 Draft Budget

Linda Wolf made a motion to adopt the proposed budget for 2013. Mike Fuess seconded the motion which carried unanimously.

9. Security

A. Fob Reader Install for Garages

Management was asked to obtain bids.

10. Management Report

Mike asked management to report back about know who on the current Board would be up for re-election this year. Management asked the Board who would be responsible for the minor damages that have occurred by the contractors during the painting/building repair project. Would the board like to bill back the contractors or just repair the damages them self? It was determined that neither management nor the Board could say for sure who was responsible for the damages and that the HOA would pay for the repairs.

Management reported that the HOA Flood insurance is up in March. Insurance will be doing a new evaluation of the building to determine the cost of the new premium.

The HOA was awarded the final limited common area by judgment. The whole building is owned by the HOA.

There are two downspouts that come from the roof. One downspout froze and split last winter and is no longer usable. That leaves only one drain on the roof that is usable. Management was asked to obtain bids for replacement or repair of the broken downspout.

11. Membership Correspondence

There was no Membership Correspondence at this time.

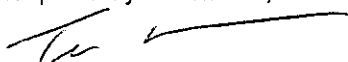
12. Membership Open Forum – Any Other Items:

No membership spoke at this time.

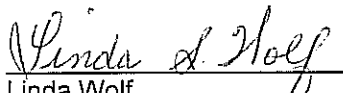
13. Adjournment:

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 8:03 PM. Linda Wolf seconded the motion which carried unanimously.*

Respectfully Submitted,



Terri Kenyon
Recording Secretary



Linda Wolf
Board Secretary